

ISD News and Views

Volume 9 No. 11

by the Information Services Division

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Commentary

Debbie Owen, who served as a contract liaison, has transferred to the Director's Office in the Department of Administration. Debbie brought to us a wealth of contract knowledge and has devoted a tremendous amount of energy to the contract process. Debbie will be missed. Gary Warren will be available to handle any term contract questions or issues and can be reached at 444-0515.

Fiber Optic Ring

The Department of Administration has signed a contract to construct new Outside Plant on the State Capitol Complex. Excavation for the placement of new conduit, manholes, and pull boxes will begin around May 20, 1992. Upon completion of the conduit system Fiber Optic cable will be pulled between the following 11 buildings on the campus: the Mitchell building, ESD, Cogswell, SRS, Justice, Teachers Retirement, DNRC, FW&P, Scott Hart, Museum, and the State Capitol Building.

A total of 24 strands of multi-mode fiber will run in and out of the 11 buildings in a ring topology. This provides a fiber optic backbone designed to meet token ring and Fiber Distributed Data Interface (FDDI) standards as well as provide other communication capabilities. FDDI has a data rate of 100 mb/s, by comparison coax and twisted copper pair LANS are currently limited to 10-20 mb/s.

The immediate use of fiber will be for data communications between buildings with the network designed such that if a break occurs between any two buildings the system will loop back on itself with no loss of data between buildings. The next use for fiber will be for video applications. It will soon be possible for agencies to conduct video teleconferencing as well as being able to receive satellite broadcasts or video broadcasts from other buildings.

-- Don Kostecky, ISD

STATE DOCUMENTS COLLECTION

JUN 06 1992

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

PLEASE RETURN

Mainframe

Discontinued SYSOUT Classes

ISD has deleted SYSOUT classes H, I, J, and K. This means that these SYSOUT classes are no longer valid for output printed centrally and we no longer stock this paper at ISD. The form numbers associated with these SYSOUT classes have also been deleted. For clarification purposes, following is a list of the SYSOUT classes, form numbers, and types of paper which have been discontinued:

<u>SYSOUT Cls</u>	<u>Form #</u>	<u>Description of Paper*</u>
H	08	1-part 10 5/8" X 11"
I	09	2-part 10 5/8" X 11"
J	10	3-part 10 5/8" X 11"
K	11	4-part 10 5/8" X 11"

*All the paper is Screenlined.

We have taken this action because none of these forms have been used for several months. It would simply be a waste of space for ISD to continue to stock them. If you wish to use any of these forms, you will have to supply them just as you would any special form.

Term Contract Status

Micro Term Contracts

A revised price list was issued late May 1992 for Digital (Addendum 2). The ComputerLand revised price list (Addendum 3) will be issued June 1992. Dell, Addendum 2, distributed in April 1992 is the latest state published Dell price list. However Dell has announced further price decreases which will be submitted to Gary Warren, ISD in June. In the meantime, for quotes on specific models call Brian Harlan, Dell, at 800-274-7799 (ext.4338). Please attach a copy of your Dell quote to appropriate purchase orders.

ComputerLand News

Microcomputer Term Contract #318-V

Based on a recent IBM announcement, ComputerLand is requesting that 5 and 50-user Netware v.3.11, be added to the term contract. Anticipated term contract pricing is as follows:

Netware 3.11 (5 user)	\$744
Netware 3.11 (50 user)	\$3396

Okidata Term Contract #306-V

Okidata printer model 172 has been withdrawn from the printer line. Also model 380 has experienced a price decrease from \$329 to \$229.

Miscellaneous Term Contracts

Hewlett-Packard Printer Term Contract #336-V

Please note that a print cartridge is included in the term contract purchase price of any Hewlett-Packard laser printer.

CSM Maintenance Term Contract #293-V

CSM has ceased operations as of May 18, 1992. A memo has been distributed to all DP Managers concerning acquisition of service coverage in this interim period prior to award of a subsequent maintenance term contract, as well as the documentation of outstanding, pre-paid service agreements with CSM. Please call Sharon Ranstrom, ISD (x2918) or Gary Willems, Purchasing (x2575) with any questions.

IBM Support of Critical Servers

IBM has expressed an interest in stocking components used in critical servers for state agencies, to accelerate and streamline repair efforts. Curt Secker, ISD, will coordinate this effort. Agencies with IBM systems as servers are encouraged to send Curt a listing of systems (and serial numbers), key components, and estimated purchase dates. A complete listing, once compiled, will be forwarded to Rocky Hill at IBM for action.

When service for an IBM system is urgently required, or an agency wishes to escalate maintenance procedures, feel free to call Rocky Hill directly at 444-5052. Contact Curt Secker, ISD at 444-1614 with any questions.

DOCUMENT SUMMARY - The Document Summary feature in WordPerfect allows you to save a brief, meaningful description with each file. When using <F5> **List Files**, and the Look feature, the Document Summary appears at the top of the file. Therefore, you don't have to scroll through the contents of large files to determine what file contents.

A. To activate when using WordPerfect 5.0

1. Press Setup (**Shift+F1**)
2. Select Initial Settings (5)
3. Document Summary (3)
4. Create on Save/Exit (1)
5. Change No to Yes then <F7> to exit

B. To activate when using WordPerfect 5.1

1. Press Setup (**Shift+F1**)
2. Environment (3)
3. Document/Management Summary (4)
4. Create on Save/Exit (1)
5. Change No to Yes then <F7> to exit

C. After activation, when saving a file for the first time, the Document Summary Screen will be displayed.

D. You may edit the Document Summary of any document that you are currently editing. Both 5.0 & 5.1 use the same commands

1. Press Format (**Shift+F8**)
 - a. Document (3)
 - b. Summary (5)

If you have any questions concerning WordPerfect Document Summary, please call Kyle Wynn of End User Computing at 444-2859.

ISD Picnic

Friends of ISD, you are invited to ISD's annual picnic. The picnic is scheduled for Friday, June 26th, at 6:00 p.m., at the picnic shelter (the shelter near the playground equipment and the WWII tank) at the fairgrounds. For ticket information please call Curt Secker at 444-1614. We welcome all our agency friends.

Submit Articles

If you wish to submit an article to *News and Views* for publication, the following schedule provides dates that articles must be received by in order to be included in the issues listed below:

August Issue	06/16/92
September Issue	07/22/92
October Issue	08/18/92

ISD HELP DESK 444-2973

Have a problem? Need ISD assistance or support for any of your information processing needs--either voice or data? The central contact point is the ISD Help Desk.

945 copies of this public document were printed at a cost of \$283.50.

Distribution costs are \$16.50.

Editor: Curt Secker

Training Information

All classes will be held in the Training Room in the basement of the Teachers Retirement Building at 1500 6th Ave. unless another location is specified. There is a limit of 12 participants per paid class and 20 participants per demonstration (free) class, unless otherwise announced.

To enroll in a class, send an enrollment application to the Department of Administration, ISD Help Desk, Mitchell Building, Helena, MT 59620. If you have questions about enrollment, telephone the Help Desk, 444-2973. *Once you enroll in a class, by mail or telephone call, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.*

The classes available and their costs are as follows:

<u>Class Name</u>	<u>Cost</u>	<u>Length in Days</u>
Introduction to TSO/SPF	\$ 75.00	1
*Introduction to JCL (Job Control Language)	300.00	4
*Introduction to CICS Programming	**	5
*Introduction to IDMS Database Programming	**	5
*IDMS ADS/Online	**	5
*Introduction to CULPRIT	225.00	3
*Subscribing in CULPRIT	FREE	¼
*CULPRIT Programming for IDMS	150.00	2
*Using COMPAREX	37.50	½
*Introduction to SAS: Module 1	18.75	¼
Module 2	18.75	¼
Module 3	187.50	2½
Module 4	37.50	½
Module 5	37.50	½
*Novell Network Administration	150.00	2
Novell NetWare System Manager	**	3
*Novell NetWare Advanced System Manager	**	3
*PC Memory Management Options and Considerations	FREE	¼
*Windows Purchase, Installation and Use Considerations	FREE	¼
Windows for the Technical Support Team	**	2
Beginning Microcomputer Skills	75.00	1
Fundamentals of DOS	75.00	1
Intermediate DOS	75.00	1
*Introduction to Novell Networks	37.50	½
Introduction to Windows	75.00	1
Introduction to WordPerfect (5.0 or 5.1)	112.50	1½
Advanced Features of WordPerfect 5.0	112.50	1½
WordPerfect (5.0 or 5.1) Complex Document Functions	37.50	½
More WordPerfect (5.0 or 5.1) Complex Document Functions	37.50	½
WordPerfect 5.1 Tables	37.50	½
WordPerfect 5.1 Columns and Math Functions	37.50	½
WordPerfect 5.1 Graphics	37.50	½
WordPerfect Merge and Sort Functions	37.50	½
*WordPerfect 5.1 Tips and Tricks	FREE	¼
*Conversion from WordPerfect 5.0 to 5.1	FREE	¼
*Spreadsheet Design and Documentation	75.00	1
*Conversion from Lotus 1-2-3 Rel. 2.2 to Rel. 3.1	FREE	¼

Introduction to Lotus 1-2-3, (Release 2.3 or 3.1)	150.00	2
Intermediate Lotus 1-2-3, (Release 2.3 or 3.1)	75.00	1
Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)	37.50	½
Lotus 1-2-3 Graphics (Release 2.3 or 3.1)	37.50	½
Lotus 1-2-3, Release 3.1, 3-Dimensional Spreadsheets	37.50	½
*Freelance	75.00	1
*Lotus 1-2-3 Macros (Release 2.2, 2.3, or 3.1)	150.00	2
*Introduction to Lotus 1-2-3 Database Features	150.00	2
*Introduction to PFS:Professional File, Ver. 2.0	75.00	1
*Micro Database Concepts and Design	75.00	1
*Introduction to R:Base, Release 3.1	187.50	2½
*R:Base Query and Reports (Rel. 3.1)	75.00	1
R:Base Views (Rel. 3.1)	FREE	¼
*Intermediate R:Base (Rel. 3.1)	150.00	2
*Introduction to dBASE III+	250.00	4
State Telephone Training	FREE	¼

* This class is not scheduled during the time covered in this issue.

** The cost of this class is not yet determined because it depends on the number of students and the contract amount.

Training Calendar

Data Network/Mainframe Classes

June 10	Introduction to TSO/SPF
August 6	Introduction to TSO/SPF
August 17-19	NetWare System Manager

Microcomputer Classes

June 1	Beginning Microcomputer Skills
June 4 & 5	Windows for the Technical Support Team
July 1	Fundamentals of DOS
July 23	Intermediate DOS
August 5	Beginning Microcomputer Skills
August 10	Fundamentals of DOS
August 14	Introduction to Windows

Word Processing Classes

June 2, June 3 a.m.	Advanced Features of WordPerfect 5.0
June 8, June 9 a.m.	Introduction to WordPerfect (5.0 or 5.1)
June 11 a.m.	WordPerfect Merge and Sort Functions
July 6, July 7 a.m.	Introduction to WordPerfect (5.0 or 5.1)
July 14	WordPerfect 5.1 Graphics
July 17 a.m.	WordPerfect 5.1 Tables
July 22 a.m.	WordPerfect (5.0 or 5.1) Complex Document Functions
Aug. 12, Aug. 13 a.m.	Introduction to WordPerfect (5.0 or 5.1)
August 20 a.m.	WordPerfect Merge and Sort Functions
August 26 a.m.	WordPerfect (5.0 or 5.1) Complex Document Functions
August 27 a.m.	More WordPerfect (5.0 or 5.1) Complex Document Functions
August 31 a.m.	WordPerfect 5.1 Columns and Math Functions

Spreadsheet Classes

June 12 a.m.	Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)
June 23 & 24	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)
July 2 a.m.	Lotus 1-2-3 WYSIWYG Features (Release 2.3 or 3.1)
July 8 a.m.	Lotus 1-2-3 Release 3.1, 3-Dimensional Spreadsheets
July 13	Intermediate Lotus 1-2-3 (Release 2.3 or 3.1)
July 20 & 21	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)
August 11 a.m.	Lotus 1-2-3 Graphics (Release 2.3 or 3.1)
August 24 & 25	Introduction to Lotus 1-2-3 (Release 2.3 or 3.1)

Database Classes

June 22 a.m.	R:Base Views
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Communication Classes

June 25 a.m.	State Telephone Training
July 15 a.m.	State Telephone Training

Data Network/Mainframe Classes

INTRODUCTION TO TSO/SPF: presented by Jane Black Eagle of the Application Services Bureau

DATE: June 10, 1992
August 6, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: 3270nd (Interactive Class on Terminal Operation)
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Introduction to TSO/SPF" is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn, menu-driven system used to enter data and programs into the State's mainframe computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PC's linked to the State's central computer. It is a prerequisite for many other ISD classes.

Microcomputer Classes

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of The Computer School

DATES: June 1, 1992
August 5, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: None
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing
- Spreadsheets and Graphics
- File Management
- Communications

Most class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. This class--or its equivalent--is a prerequisite for our other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of The Computer School

DATE: July 1, 1992
August 10, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

INTERMEDIATE DOS: presented by the staff of The Computer School

DATE: July 23, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Fundamentals of DOS or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- | | |
|------------------------|-----------|
| • ATTRIB | • JOIN |
| • Batch File Creation | • LABEL |
| • EDLIN | • MODE |
| • Batch file commands | • REPLACE |
| • DISKCOMP | • SELECT |
| • Filters (FIND, MORE) | • XCOPY |

INTRODUCTION TO WINDOWS: presented by the staff of The Computer School

DATE: August 14, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Beginning Microcomputer Skills or three months of daily microcomputer use
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is a general introduction to Windows. It will cover the basics and show how Windows makes other applications easier to use and more productive. Topics will include:

- What are Windows - multi-tasking and task switching
- Using DOS applications
- Using Windows accessories and features
- Screen, window and menu navigation

- Window sizing and movement
- Customization

This course will not include training for system administrators and programmers. It will not cover Windows installation, maintenance or advanced features such as use for programming and file/directory management.

WINDOWS FOR THE TECHNICAL SUPPORT TEAM: presented by Henry Vandermeir of Software Education Corp.

DATE: June 4 and 5, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Microcomputer systems analysis, network or DP management experience
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This two-day workshop is designed for system administrators and system support staff who will be responsible for installing and maintaining Windows. Topics covered include:

- Windows operating modes
- System memory, resources and Windows architecture
- Windows installation - network and standalone
- Windows initialization files
- Installation of DOS and Windows applications
- Optimization
- Troubleshooting/problem resolution

Word Processing Classes

INTRODUCTION TO WORDPERFECT: presented by the staff of The Computer School

DATE: June 8 and 9, 1992
 July 6 and 7, 1992
 August 12 and 13, 1992
TIME: 8:30 a.m. to 3:30 p.m. on first day
 8:30 a.m. to noon on second day
PREREQUISITE: Beginning Microcomputer Skills or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to WordPerfect for new users of release 5.0 or 5.1. Experience with WordPerfect is not necessary. Participants will go through the fundamentals of creating, formatting, editing and printing documents. Some advanced features will also be covered, including checking spelling, finding a word or phrase, marking blocks of text, moving text and listing/retrieving document files.

ADVANCED FEATURES OF WORDPERFECT 5.0: presented by staff of The Computer School

DATE: June 2 and 3, 1992
TIME: 8:30 a.m. to 3:30 p.m. on first day
8:30 a.m. to noon on second day
PREREQUISITE: Introduction to WordPerfect 5.0 or equivalent
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

For those already using WordPerfect 5.0, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

WORDPERFECT 5.1 TABLES: presented by staff of the Computer School

DATE: July 17, 1992
TIME: 8:30 a.m. to noon
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the creation of tables in WordPerfect 5.1. Once students practice with WordPerfect's Tables feature they will be able to create and edit large, complex tables and provide automatically for table entries requiring calculation. Students will learn to create tables with text only or with combinations of text and numbers. Students will use math functions and create formulas to generate table entries and will define and generate column totals and row totals.

WORDPERFECT 5.1 COLUMNS AND MATH FUNCTIONS: presented by staff of the Computer School

DATE: August 31, 1992
TIME: 8:30 a.m. to noon
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the column and math features in WordPerfect 5.1. Students will learn to set up and edit newspaper and parallel columns of various widths and lengths. They will practice editing text or figures in columns without losing the desired layout or visual effect. For column entries requiring calculation, subtotals and totals, students will learn to create and use column definitions, math functions, and formulas.

WORDPERFECT MERGE AND SORT FUNCTIONS: presented by staff of the Computer School

DATE: June 11, 1992
August 20, 1992
TIME: 8:30 a.m. to noon
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the file merge and sort features of WordPerfect. Students currently using WordPerfect 5.0 or 5.1 will have hands-on practice with the steps needed to generate files sorted in a variety of way. They will also learn to merge primary and secondary files for mass mailing, and so forth, and to set up files for keyboard merges.

WORDPERFECT COMPLEX DOCUMENT FUNCTIONS:

presented by staff of the Computer School

DATE: July 22, 1992
August 26, 1992
TIME: 8:30 a.m. to noon
PREREQUISITE: Introduction to WordPerfect 5.0 or 5.1
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover Master and Subdocument design as well as creation of tables of contents, lists of tables and lists of figures. Using WordPerfect's Master Document feature allows creation of larger or more complex documents while providing more manageable and editable documents. Examples are reports containing multiple chapters or requiring indices, tables of contents, lists of figures and tables, outlines, headers and/or footers. Students currently using WordPerfect 5.0 or 5.1 will learn WordPerfect features that make it easy to generate tables of contents, lists and outlines and to combine subdocuments into a complex master document. Students will learn how to build, edit and expand a master document that includes these various lists of the document's contents.

MORE WORDPERFECT COMPLEX DOCUMENT FUNCTIONS—FONTS, STYLES AND LAYOUT:

presented by staff of the Computer School

DATE: August 27, 1992
TIME: 8:30 a.m. to noon
PREREQUISITE: WordPerfect (5.0 or 5.1) Complex Document Functions
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will expand upon the concepts covered in the prerequisite class. Persons currently using WordPerfect 5.0 or 5.1 will learn WordPerfect features that they can use to create a variety of reports and other complex documents. Students will learn to incorporate headers and footers, footnotes or endnotes, and cross-referencing into the Master and Subdocument design. The class will also cover the use of Style, Font, Text In/Out, Graphics and Compose functions for document design and layout. It will be taught using WordPerfect 5.1, but concepts and functions covered are available in WordPerfect 5.0.

WORDPERFECT 5.1 GRAPHICS: presented by staff of the Computer School

DATE: July 14, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Introduction to WordPerfect
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class will cover the creation and use of WordPerfect 5.1 graphics. Students will learn to create and edit graphic figures, boxes and lines. Hands-on exercises will include using these boxes, figures and lines with a variety of fonts and with the compose function. The class will also cover changes in the Setup and Print functions often associated with graphics.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.3 OR 3.1: presented by the staff of The Computer School

DATE: June 23 and 24, 1992
July 20 and 21, 1992
August 24 and 25, 1992
TIME: 8:30 a.m. to 4:30 p.m. each day
PREREQUISITE: Beginning Microcomputer Skills
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

LOTUS 1-2-3 WYSIWYG FEATURES: presented by the staff of The Computer School

DATES & TIMES: June 12, 1992, 8:30 a.m. to noon
July 2, 1992, 8:30 a.m. to noon
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+ who are already using Lotus 1-2-3 to create spreadsheets. It introduces students to the WYSIWYG (What You See Is What You Get) features of Lotus 1-2-3. The class consists of lecture and hands-on practice with the following features:

- Format--fonts, boldface, italics, underline, shadow, and outline
- Text--ranges, alignment, edit
- Screen display, zoom and customization
- Graphics within a worksheet--adding, enhancing, changing size or location
- Page layout
- Previewing and printing
- Advanced WYSIWYG features

LOTUS 1-2-3 GRAPHICS: presented by the staff of The Computer School

DATES & TIMES: August 11, 1992, 8:30 a.m. to noon
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+ who are already using Lotus 1-2-3 to create spreadsheets. After a review of the basic Graph features, students will explore options such as automatic graph creation, group data ranges, graph windows, graph areas and Named versus Saved graphs. The class will then cover graphic display and print options. Students will learn to select colors, patterns, fonts and graph types and to save graphs and incorporate graphics into their spreadsheets.

INTERMEDIATE LOTUS 1-2-3, RELEASE 2.3 OR 3.1: presented by the staff of The Computer School

DATE: July 13, 1992
TIME: 8:30 a.m. to 4:30 p.m.
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 2.3, 3.1 or 3.1+. It covers intermediate features of Lotus 1-2-3 for those who are familiar with Lotus basics. It consists of instructions and hands-on practice, with lab time available for building spreadsheets of the students' choosing.

The following topics will be presented:

- @ functions
- Date and time formats and functions
- Ranges--naming, hiding and protecting ranges; using range commands
- Global defaults
- Titles, windows and text editing

Time permitting, the following topics will be covered with some hands-on practice:

- Selected file functions and file linking
- Magellan Viewer Addin (available in Releases 2.3 and 3.1+ only)
- Auditor Addin (available in Releases 2.3 and 3.1+ only)

LOTUS 1-2-3, RELEASE 3.1, 3-DIMENSIONAL SPREADSHEETS: presented by the staff of The Computer School

DATE: July 8, 1992
TIME: 8:30 a.m. to noon
PREREQUISITE: Introduction to Lotus 1-2-3
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This course is intended for users of Release 3.1 who are using Lotus 1-2-3 to create spreadsheets. It covers the purposes of three dimensional spreadsheets and provides hands-on practice with multiple (3-dimensional) worksheets within a file. Features covered include:

- Multiple worksheet uses
- Inserting and deleting worksheets
- Navigation among worksheets
- Working with three-dimensional ranges
- Perspective view
- Using group mode
- Working with more than one file in memory
- Navigating among files

Database Classes

R:BASE VIEWS (RELEASE 3.1): presented by Jane Black Eagle of the Application Services Bureau

DATE: June 22, 1992
TIME: 8:30 to 10:30 a.m.
PREREQUISITE: Beginning Microcomputer Skills, Micro Database Concepts and Design and Fundamentals of DOS
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This free demonstration class will cover the design and creation of views in R:Base and when to use them.

Communication Classes

STATE TELEPHONE USER TRAINING: presented by the staff of the Telecommunications/Network Services Bureau

DATE: June 25, 1992
July 15, 1992
TIME: 8:30 a.m. to noon
PREREQUISITE: None
LOCATION: Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed as an introductory or refresher course to familiarize employees with the features and use of the State telephone system. The different calling capabilities available and the dialing plan will also be discussed. This is an interactive class combining demonstrations with hands-on use of the features and the dialing plan.

ISD CLASS ENROLLMENT APPLICATION
COMPLETE THIS APPLICATION IN FULL AND
RETURN IT TO THE INFORMATION SERVICES "HELP DESK"
PRIOR TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency & Division: _____

Mailing Address: _____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

BILLING INFORMATION/AUTHORIZATION

ISD Billing Number (5 digits): _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.

SEND COMPLETED FORM TO:
ISD HELP DESK, DEPARTMENT OF ADMINISTRATION

DEPARTMENT OF ADMINISTRATION
INFORMATION SERVICES DIVISION
ROOM 25 MITCHELL BLDG
HELENA MT 59620

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